



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA INDIAN HEALTH SERVICE



THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

Preference in filling vacancies is given to qualified Native American Indian Candidates or Alaska Natives in accordance with the INDIAN PREFERENCE ACT, TITLE 25, US CODE, SECTION 472 & 473. In other than the above, the Indian Health Service is an Equal Opportunity Employer.

DIRECT HIRE AUTHORITY – These vacancies are being filled through Office of Personnel Management's delegated Direct Hire Authority (DHA). The Direct Hire Authority has been authorized by the Homeland Security Act of 2002 and Part 337, Subpart B, Title 5 of the Code of Federal Regulations (5 CFR). If filled utilizing DHA, the following is applicable: all applicants who meet the basic qualification requirements will be forwarded to the Selecting Official for consideration. The "rule of three", Veteran's preference and traditional rating and ranking of applicants do not apply to the Direct Hire process. Indian Preference does apply.

WHO MAY APPLY: Your resume will be included in the inventory of candidates established for consideration for current and/or future job vacancies. You will be considered for those vacancies that match your desired geographic locations, skills, and other preferences.

This notice is issued under the direct-hire authority to recruit new talent to occupations for which the Department of Health and Human Services has a severe shortage of candidates or a critical hiring need. As such, this notice is targeted to who are **qualified United States citizens and are not current permanent Federal employees, have had previous Federal Service, and USPHS Commissioned Officers**. For those with current civil service status or have reinstatement eligibility, must apply to vacancy announcements posted through the local Human Resources Department and are not eligible for a Direct Hire Authority (DHA) appointment.

Qualified disabled applicants (Rehabilitation Act of 1973) and disabled veterans with 30% or more disability are encouraged to apply. Reasonable accommodations will be made for qualified applicants with disabilities, except when doing so would impose undue hardship on the Indian Health Service.

This position is subject to provisions of the Interagency Career Transition Assistance Plan Program (ICTAP) and Career Transition Assistance Program (CTAP).

VACANCY ANNOUNCEMENT

NAO-10-DHA-N

OPENING DATE

10-30-09

CLOSING DATE

OPEN CONTINUOUS

POSITION

Medical Officer

GRADE AND SALARY

GS-602-11, *\$63,695 - \$78,779 PER ANNUM

GS-602-12, *\$76,346 - \$94,427 PER ANNUM

GS-602-13, *\$90,786 - \$112,287 PER ANNUM

GS-602-14, *\$104,458 - \$129,685 PER ANNUM

GS-604-15, \$113,735 - \$147,857 PER ANNUM

*SPECIAL RATES AUTHORIZED

UNDER 5 USC 5305

SPECIALTIES COVERED:

Family Medicine OB/GYN

Internal Medicine Preventive Medicine

Emergency Medicine Orthopedic Surgery

General Surgery Radiology

Anesthesiology Pathology

Psychiatry (Adult & Child) Ophthalmology

Otolaryngology Urology

Pediatric Ear, Nose, Throat (ENT)

LOCATIONS AND DUTY STATIONS:

Comprehensive Health Care Facility & Clinic, Chinle, Arizona

PHS Indian Hospital, Fort Defiance, Arizona

PHS Indian Health Center & Clinic, Kayenta, Arizona

Crownpoint Health Care Facility, Crownpoint, New Mexico

Gallup Indian Medical Center & Clinic, Gallup, New Mexico

Northern Navajo Medical Center & Clinic, Shiprock, New Mexico

(NOTE: Government Housing may be available at most locations)

Other additional compensation which a physician may be eligible for are Recruitment Incentive (maximum of 25% of base pay); Relocation Incentive (maximum of 25% of base pay); Initial or Renewal of Retention Incentive (maximum of 25% of base pay when necessary); Physician Comparability Allowance, maximum of \$16,000 for a one-year contract and maximum of \$20,000 for a two-year contract; Market Pay; Appointment-above-the-minimum; Creditable Service based on Non-Federal experience for Annual Leave Accrual; Travel and relocation at government expense to duty station.

PROMOTION POTENTIAL: Positions may be filled at one of the grade levels listed above. Depending on the specialty and location, some permanent positions have promotion potential to the GS-12, GS-13, GS-14 or GS-15. If you are selected for a supervisory position, you will be required to serve a supervisory probationary period.

DUTIES: Serves as a Medical Officer by performing diagnosis and treatment of patients commensurate within his/her specialty training, education and experience. Performs other duties as assigned.

The selected individual is required to obtain and maintain medical staff clinical privileges. If privileges are not obtained or maintained during employment, the employee may be subject to adverse actions, up to and including removal from the Federal Service.

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

BASIC REQUIREMENTS: *DEGREE - DOCTOR OF MEDICINE OR DOCTOR OF OSTEOPATHY* from a school in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation.

GRADUATE TRAINING: Subsequent to obtaining a Doctor of Medicine or Doctor of Osteopathy degree, a candidate must have had at least 1 year of supervised experience providing direct service in a clinical setting, i.e., a 1-year internship or the first year of a residency program in an institution accredited for such training. Graduate training programs include only those internship, residency, and fellowship programs that are approved by accrediting bodies recognized within the United States or Canada.

LICENSURE: Candidates must have a permanent, full, and unrestricted license to practice medicine in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

Applicants who meet the basic requirements qualify for GS-11 positions.

IN ADDITION TO THE BASIC REQUIREMENTS FOR GRADES GS-12 AND ABOVE:

GENERAL PRACTICE POSITIONS: General practitioners must be skilled in recognizing various medical pathologies that require referral to specialist for diagnostic and treatment procedures.

For GS-12 - 2 years of graduate training or equivalent experience and training.

For GS-13 - 3 years of graduate training or equivalent experience and training.

For GS-14 and above - In addition to the requirements for GS-13, 1 year of appropriate experience equivalent to at least the next lower grade level.

SPECIALIST POSITIONS: Specialist positions require graduate training and 52 weeks of experience related to the specialty and subspecialty of the position to be filled. Experience may not be substituted for training essential for performing specialized duties.

For GS-13 - 3 years of residency training in the specialty of the position to be filled.

For GS-14 - 4 years of residency training in the specialty of the position to be filled.

For GS-15 - 5 years of residency training in the specialty of the position to be filled.

SUPERVISORY OR MANAGERIAL ABILITIES: Candidates must have demonstrated in their work experience or training that they possess, or have the potential to develop, the qualities of successful supervision.

- Ability to assign to and review work of subordinates, train and work effectively with subordinate from a variety of backgrounds and with different levels/areas of training.
- Ability to accomplish the quality and quantity of work expected within set limits of cost and time.
- Ability to plan own work and carry out assignments effectively.
- Ability to communicate with others effectively, both orally and in writing, in working out solutions to problems or questions relating to the work.
- Ability to understand and further management goals as these affect day-to-day work operations.
- Ability to develop improvements in or design new work methods and procedures.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet qualification requirements by date certificate is issued.

CONDITION OF EMPLOYMENT: Immunization Requirements - All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals, who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area office position, which requires regular work at a Service Unit.

NOTE: "Declaration for Federal Employment" (OF-306) and Addendum (Child Care & Indian Child Care Worker Positions), Both forms must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding "yes" to any one of the two questions on the Addendum can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**

"DESIGNATION OF CHILD CARE POSITION UNDER PL 101-630 AND PL 101-647"

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities which are related to the position. To receive full credit for your qualifications, provide a narrative statement which fully describes all aspects of your background as they relate to the knowledge, skills and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. Ability to practice medicine in rural setting.
 2. Ability to communicate in writing.
 3. Ability to meet physical and mental demands of position.
 4. Ability to communicate orally.
 5. Skill in technical procedures.
 6. Ability to analyze complex medical problems and arrive at decisions.
 7. Knowledge of disease processes, diagnostic and therapeutic procedures.
 8. Knowledge of standards of care.
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HOW & WHERE TO APPLY: All applicants must submit the following to the Navajo Area Indian Health Service, Division of Human Resources, Post Office Box 9020, Window Rock, AZ 86515.

1. Applicants may use one of the following to apply: (1) OF-612, Optional Application for Federal Employment; or (2) Resume (See requirements below).
2. Copy of current unrestricted License to practice Medicine.
3. Official transcripts and/or diplomas, certificates.
4. OF-306, Declaration for Federal Employment.
5. Completed P.L. 101-630 Questionnaire (Child Care Form).
6. Complete Work Location Availability form.
7. Written responses to the Knowledge, Skills and Abilities (KSA).

*** INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES) AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. High school - Name, City, State (zip code if known), and date of Diploma or GED.
6. Colleges and Universities - Name, City, State (zip code if known), Majors, Type and Year of any Degrees received (if no Degree show Total Semester or Quarter Hours earned). (Attach Transcripts);
7. Work Experience (paid and nonpaid) - Job, Title, Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month/year), Hours/Week, and Salary.
8. Indicate if we may contact your current Supervisor;
9. Job-related Training Courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

FOR MORE INFORMATION CONTACT: Angela Segay, HR Specialist, 928-871-1421

NOTE: Applicants who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their Veteran Preference determination, Education, Training and/or Experience.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days of the date the certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. Other than the above, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

Angela Segay
Human Resources Clearance

10/29/2009
Date

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER--NAO-10-DHA-N. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR XEROX COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED.

**SUPPLEMENTAL QUESTIONNAIRE
MEDICAL OFFICER, GS-602-11/12/13/14/15**

1. ABILITY TO PRACTICE MEDICINE IN A RURAL SETTING. This is the ability to provide medical care of a more complex nature without direct or daily contact with tertiary care resources or specialists. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide telephone number.)

2. ABILITY TO COMMUNICATE IN WRITING. This person must be able to document medical records and reports in a complete, clear, concise and timely manner. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide telephone number.)

3. ABILITY TO MEET PHYSICAL AND MENTAL DEMANDS OF POSITION. The person in this position must be able to work extensive hours involving rotating shifts, call back responsibilities with changing priorities. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide telephone number.)

4. ABILITY TO COMMUNICATE ORALLY. The person in this position must be able to communicate effectively with patients, colleagues and other healthcare workers. This includes the ability to effectively teach medical students, residents and other health professionals. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide telephone number.)

5. SKILL IN TECHNICAL PROCEDURES. This is the ability to apply technical skills in the given specialty. The person in this position must have skills that are current and up to date for the given specialty. What in your background shows you possess this skill?

What was the duration of these activities?

Who can verify this information? (Please provide telephone number.)

6. ABILITY TO ANALYZE COMPLEX MEDICAL PROBLEMS AND ARRIVE AT DECISIONS. The person in this position must have the ability to integrate complex medical information along with epidemiology and social factors to arrive at a care plan. What in your background shows you possess this skill?

What was the duration of these activities?

Who can verify this information? (Please provide telephone number.)

7. KNOWLEDGE OF DISEASE PROCESSES, DIAGNOSTIC AND THERAPEUTIC PROCEDURES. The person in this position must have current and up to date knowledge of disease processes and appropriate diagnostic and therapeutic procedures. What in your background shows you possess this skill?

What was the duration of these activities?

Who can verify this information? (Please provide telephone number.)

8. KNOWLEDGE OF STANDARDS OF CARE. The person in this position must have knowledge of standards of care for their specialty and how they apply to clinical practice and peer review. What in your background shows you possess this skill?

What was the duration of these activities?

Who can verify this information? (Please provide telephone number.)

CERTIFICATION

I, certify that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Applicant (Sign in Ink)

Date

SUPPLEMENTAL QUALIFICATIONS STATEMENT
Medical Officer, GS-11/12/13/14/15

(You are required to complete and submit this form with your application)

Name (Last, First, Middle)

Birth Date

Social Security Number

Mailing Address (Number, Street, City, State, Zip Code)

Basic Professional Training (Name and Location of School)

Type of Degree (e.g., M. D.) and Date Received: _____

If your degree was received in a school outside of the U.S., have you passed the examination given by the Education Council for Foreign Medical Graduates (ECFMG)? Yes [] No []

Date of ECFMG Certificate (if applicable): _____

INTERNSHIP:

Type of Internship and Specialty

Name and Location of Hospital (City and State)

Name of Chief of Service or Program Director

Dates Attended (Month/Year)

From

To

Date Certificate Received

RESIDENCY TRAINING AND FELLOWSHIP:

Name of Specialty

Name and Location of Hospital (City/State)

Name of Chief of Service or Program Director

Dates Attended (Month/Year)

From

To

Date Certificate Received

OTHER GRADUATE EDUCATION:

Major field of study or program

Name and Location in Institute (City/State)

Date Certificate, Diploma, or Degree Received

Dates Attended (Month/Year)

From

To

CERTIFICATION BY A SPECIALTY BOARD:

Are you eligible for certification by an American Specialty Board? Yes [] No []

Are you board certified by an American Specialty Board? Yes [] No []

If your answer is 'yes' to either question, furnish the following:

Name of specialty board

Specialty

Date of Certification
